



2015 KAB AFFILIATE AWARD

Keep Georgia Beautiful KAB Affiliate Award

The Affiliate Award is an opportunity to highlight the work of YOU and your community.

Any Keep America Beautiful (KAB) certified affiliate in good standing with KAB is eligible to apply. Good Standing requires that your Network Service Fee are paid in full as well as timely submission of the 2015 Semi-Annual and Annual Report forms to KAB. This awards application covers program activities for the 12 month period of July 1, 2014 through June 30, 2015.

HOW TO NOMINATE AN AFFILIATE- ONLY THOSE ENTRIES IN COMPLIANCE WITH THESE GUIDELINES WILL BE JUDGED:

1. [Complete Award Information Sheet online](#)
2. Using the application guidelines compose an executive summary outlining your nominee's accomplishments and compile 5 - 10 examples of supplemental material to support the executive summary (see page 2 for more detail).
3. Combine your executive summary with your supplemental materials into a single document and save as a PDF. Please note: this represents a change from previous years – only one document per award entry should be submitted. Multiple documents will not be permitted. For an example on how to convert a document into PDF format please click [here](#).
4. Submit your PDF application **by October 14, 2015** by email to: kgbfawards@gmail.com.

You will receive a confirmation email when your application is received.

Judging Criteria, Notification, and Presentation

Applications will be separated and judged based on population to ensure like community sizes are judged together. Population categories will be determined based on the applications received.

An independent panel of judges from the public, private, and government sectors will judge the entries. All winners will be notified by November 6, 2015. Award winners may not be selected in every population category. First place awards will be presented at the Keep Georgia Beautiful Foundation Annual Awards Luncheon on December 16, at Marriott Century Center Hotel in Atlanta.

Questions: Please contact the Keep Georgia Beautiful Foundation at (404) 679-1580. Email: kgbfawards@gmail.com

All Entries Must Be Received by email (kgbfawards@gmail.com) By 11:59 PM EST on October 14, 2015.

www.KeepGeorgiaBeautiful.org

The Keep Georgia Beautiful Foundation is a 501 (c)(3) nonprofit organization housed in the Georgia Department of Community Affairs. KGBF is a state affiliate of Keep America Beautiful, Inc.

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Guidelines: Application Format (Executive Summary & Supplemental Material)

1. Type the name of your organization in the top right-hand corner of the first page of your Executive Summary.
2. Use one-inch margins and 11-point type size. **Your overall summary must not exceed six (6) pages typed. You may single or double space your Executive Summary.**
3. Compile 5 - 10 examples of supplemental material to support the Executive Summary, including press clips, brochures, photographs, letters of endorsement, proclamations, etc. Please resize files to smallest resolution. Cut and paste these supplemental materials into the pages following your Executive Summary. Include labels/descriptions where needed.
4. Save File As “**Name of Nominee- award category**” and convert to PDF format. For example: Smithville Eco Club-Litter Prevention.pdf or Trash to Treasure LLC-Waste Reduction.pdf
5. Email to KGBF at kgbfawards@gmail.com.

Guidelines: Executive Summary Content

1. Describe how your **Litter Prevention** activities promoted litter prevention in your community and helped to change people’s attitudes and behaviors. List your partners and describe their level of involvement in your activities. Describe the sustainability of your activities. Highlight any new programs or activities your affiliate has started. **(20 points)**.
2. Describe how your **Community Greening** activities improved, beautified, and preserved the visual aspects of your community. Describe how your activities motivated residents of your community and explain the sustainability of your activities. List your partners and describe their level of involvement in your activities. Highlight any new programs or activities your affiliate has started. **(20 points)**.
3. Describe how your **Recycling and Waste Reduction** efforts minimized the impact of waste and promoted responsible waste handling in your community. Include relevant statistics. List your partners and describe their level of involvement in your activities. Describe the sustainability of your activities. Highlight any new programs or activities your affiliate has started. **(20 points)**.
4. **Community Involvement and Leveraging Resources** – State your annual operating budget. Indicate how many staff members you have and whether they are full or part-time. Indicate whether you are a non-profit or government organization. Describe how your program is funded, including any matching grants or private foundation money, and how funds were obtained. Describe volunteer involvement and number of hours donated, in-kind donations of goods or services or other assistance your program received from community businesses, schools, government agencies, individuals, etc. **(20 points)**.
5. **Media/Public Awareness** – Describe your efforts to make the public aware of issues and/ or programs. **(5 points)**.
6. **Recognition Programs** – Describe how your affiliate publicly recognizes volunteers, groups, and businesses through awards and other positive reinforcement. **(5 points)**.

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